Introduction

Course Goals

The goals for this course are for you to:

- Obtain the skills necessary to perform basic reporting tasks.
- Learn to navigate through the SAM II Data Warehouse.
- Effectively use the hypertext links and online help features.
- Create various reports in the SAM II Data Warehouse.
- Understand the Transaction reporting feature of the SAM II Data Warehouse.

Using this manual

This manual will begin each topic with a "high level" overview of the features and functions of the SAM II Data Warehouse, followed by background information for each topic covered. It will present illustrations and detailed processes and procedures in easy to follow sections followed by hands-on exercises and activities.

This manual is created to serve three purposes:

Learning: During class, you will use the manual as you complete hands-on exercises that will focus on specific skills needed to effectively create and view reports.

Review: This manual will serve as a review tool of the materials, terminology and exercises you will experience in class.

Reference: Use this manual as a reference source of information on processes and procedures.

SAM II Data Warehouse Overview

The SAM II system will incorporate a data warehouse component called the SAM II Data Warehouse. The SAM II Data Warehouse is a centralized source of data for departments and agencies that will contain summary and transaction data from the SAM II operational system for report generation. It shall promote a paperless distribution of data by allowing users to access pre-defined reports and generate ad hoc personal reports through a web front-end interface tool. State department and agency users through a web browser such as Internet Explorer or Netscape Navigator will access data.

The SAM II Data Warehouse Web Interface Release 3.0 will include SAM II summary and transaction financial data The SAM II Data Warehouse database will be loaded with SAM II financial data on a nightly basis. This data is extracted from SAM II summary tables, reference tables, document tables and financial ledgers.

The State financial reporting areas for Release 3.0 will include: Appropriations, Capital Improvement/Projects, Expenditures, Expense Budgets, Federal Aid Management, Fixed Assets, Job Costing, Procurement, Revenue/Receivables and Transaction Details.

Users may also access SAM summary data for Fiscal Year 1999 (July 1998–June 1999). This data is available for reporting purposes only. Reporting areas for Release 1.0 of the SAM II Data Warehouse include: Appropriations, Balance Sheet Accounts, Expenditures, and Revenue.

This course will introduce the SAM II Data Warehouse Release 3.0 Web Interface and will cover the following concepts, functions and features:

- Areas of Analysis
- Data Selections
- Output Options
- Downloading Data
- Saving Reports
- Viewing Transactions

Area of Analysis

The Area of Analysis is the starting point for running summary report queries. Its purpose is to aid users through the process of creating reports within ten financial areas: Appropriations, Capital Improvement/ Projects, Expenditures, Expense Budgets, Federal Aid Management, Fixed Assets, Job Costing, Procurement, Revenue/Receivables and Transaction Detail.

Appropriations

Each appropriation is identified with at least one specific fund and is limited in amount and time it may be expended. The display options include Current Appropriations, Reverted Amount (Governor's Reserve), Appropriation Transfers (In/Out), Agency Reserve, Budget Authority, Expended YTD, Expended monthly, Expended quarterly, Obligated/Unobligated, Expended/Unexpended, Committed/Uncommitted and Code descriptions. For example, this area will provide summary data regarding:

- How much are State agencies authorized to spend in each appropriation?
- What are the obligated and unobligated amounts for a given appropriation?

Capital Improvement/Projects

The Capital Improvement/Project area will analyze the State's capital improvement and project accounting summary information. It will provide monthly, quarterly, year to date, project to date, and entity wide expenditure information; encumbered, pre-encumbered, and year-to-date expended information. This area will provide summary data regarding:

- What did an agency spend on a project?
- What did an agency spend on capital improvement?

Expenditures

The Expenditure area will analyze the State's expenditure summary information. It will report items and services purchased and used within a period of time and will provide obligated and commitment information. This area will provide summary data regarding:

- How was funding spent?
- What are the expended and unexpended amounts for a given object and sub-object code?

Expense Budget

The Expense Budget area will analyze budget information related to the State's expense budget summary information. This information will include expenditures, obligations, and commitments against established budgets. This area will provide summary data regarding:

- How much are State agencies authorized to spend in each Budget Object Class?
- What are the expended and unexpended amounts for a given expense budget?

Federal Aid Management

The Federal Aid Management area will analyze the State's grant expenditures and draw down summary information. It will provide the ability to track amounts received and spent for each individual Federal Aid number for the current month, quarter, year to date, and inception to date periods. This area will provide summary data regarding:

- How federal aid funding was received?
- How much was spent by each agency?

Fixed Assets

The Fixed Asset area will analyze the State's fixed assets summary information. This includes the cost and accumulated depreciation for fixed assets. This area will provide summary data regarding:

- What fixed assets belong to an Agency?
- How much did the fixed asset cost?
- What was the accumulated depreciation for each fixed asset?

Job Costing

Jobs are mechanisms for accumulating expenses and other costs for the purpose of billing, preparing grant claims, recording certain specified accounting transactions, or providing cost accounting information to management. Costs, billings, and receipts are captured in SAM II by entering a job number on an accounting transaction. These transactions include: purchase orders, payment vouchers, manual warrants, journal vouchers, invoices, and cash receipts. This area will provide summary data regarding:

- How much was expended per month or quarter for a job?
- How much was encumbered or pre-encumbered year-to-date for a job?

Procurement

The Procurement area will analyze the State's requisition, encumbrance, and expenditure summary information. It will also provide outstanding requisitions and encumbrance data. This area will provide summary data regarding:

- What was requisitioned and encumbered by object code or vendor code?
- How much was requisitioned and encumbered by each agency?

Revenues

The Revenue area will analyze the identification of income or receipts collected and received by an agency for deposit to the State Treasury. This area will allow users to analyze State revenues and revenue budget summary information. Users can analyze revenue using cash basis accounting or accrual basis accounting. This area will provide summary data regarding:

- What are the sources of the State's revenues?
- Which agencies collected revenues?
- How much revenue was collected?
- What was the revenue budget for each State Agency?

Transactions

From the Transactions Main Page (Transactions Options Page) the user can select from a list of document types, such as Purchase Order or Payment Voucher, to view. The user may choose to Group By (order used to sort records) Document or Document Line. The Transaction Selection Page allows the user to define search criteria. The Transaction Results Page allows the user to view the transaction results of the search. All or the results may be printed or downloaded as a Tab-Separated-Value (TSV) file.

System Navigation

System Navigation Objectives

After completing this section, you will be able to:

- Access the SAM II Data Warehouse Web Interface through Internet Explorer Web Browser.

- Understand the features of the SAM II Data Warehouse Home Page.

- Navigate through the SAM II Data Warehouse toolbar.

System Navigation Overview

This section will introduce the following links of the SAM II Data Warehouse Web Interface:

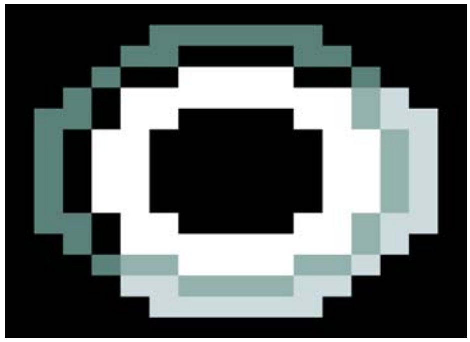
- SAM II Home Page
- SAM II Data Warehouse Home Page
- Site Map
- Personal Report Administrator
- Email Us
- Help
- Logout
- Page Help

Terminology

Area of Analysis	The reporting areas for Release 3.0 of the SAM II Data Warehouse: Appropriations, Balance Sheet Accounts, Capital Improvement/Projects, Cost Allocation, Expenditures, Expense Budgets, Federal Aid Management, Fixed Assets, Inter-Agency Billing, Job Costing, Procurement, and Revenues.
Mainframe ID and Password	An authorized set of alpha-numeric characters assigned by the System Administrator for users to gain access to the SAM II Data Warehouse database on the mainframe.
Back End	The DB2 database that contains the information for the SAM II Data Warehouse programs. These programs are used to load the information collected from the SAM II operational system to the SAM II Data Warehouse Database.
Front End	The web/interface tool that users interact with directly to run report queries. With the SAM II Data Warehouse, the Front End is the Data Selection, Output Options, View Results, Trans Selection, Trans Options, and Trans Results options.
Home Page	The starting point for online analysis and user support of the SAM II Data Warehouse. The Home Page is also referred to as the SAM II Data Warehouse Main Page.
Hyperlink	A text or object that is linked to another source containing additional information directly related to the requested text or object.
Intranet	Private network protected behind a firewall. Not available for public use or access.

Toolbar	A displayed set of options that allows you to go to the SAM II Home Page, SAM II Data Warehouse Home Page, Site Map, Personal Report Administrator, Email Us, Help, and Logout page of the SAM II Data Warehouse.

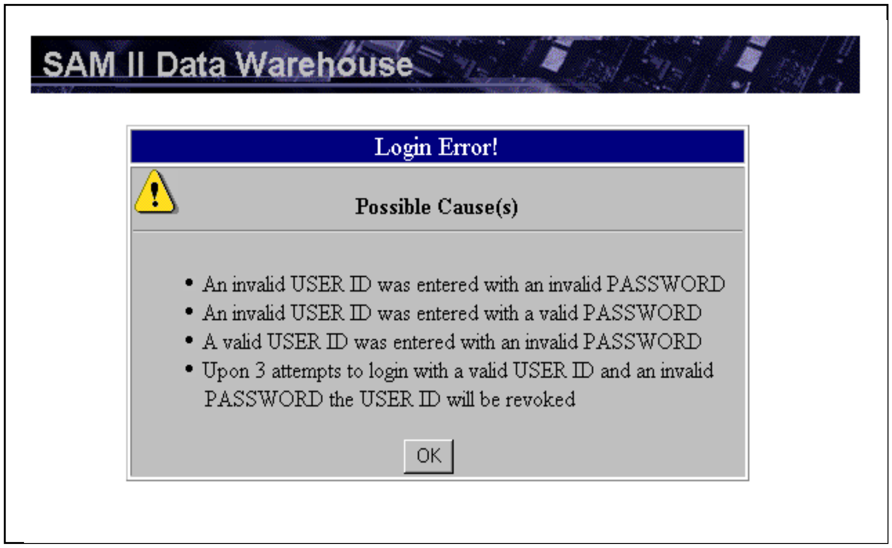
Accessing the SAM II Data Warehouse



The SAM II Data Warehouse Welcome page is the first screen to appear. This page allows intranet access to the SAM II Data Warehouse. The Welcome page gives a brief introduction of the SAM II Data Warehouse and general information regarding the types of reports available for viewing and creating.

The Welcome page is where users will enter their Mainframe User ID and your Password. Once entered, place your mouse over the Login box and click once, or press the Enter key on your keyboard. The system will transfer users to the SAM II Data Warehouse Home Page.

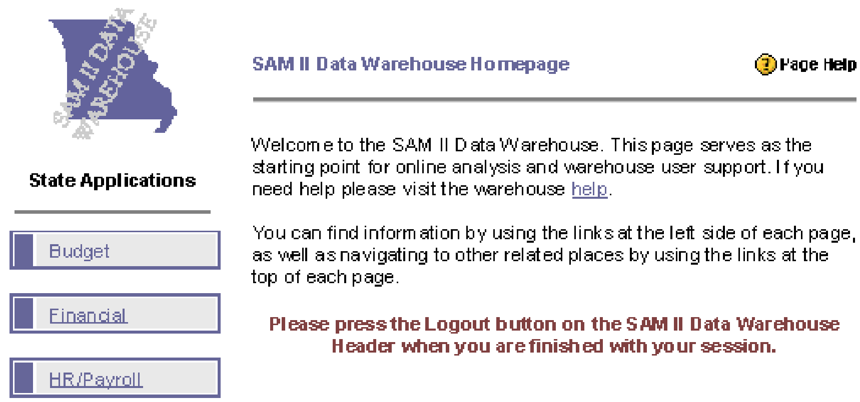
If an incorrect User ID or Password is entered, place the cursor in the field to be corrected. Position the mouse over the Clear button and click once. The incorrect information will disappear, allowing users to re-enter the correct information.



In the event the User ID or Password is invalid or has expired, a Login Error message box will appear displaying a list of possible causes.

After 3 unsuccessful login attempts the system will revoke the mainframe password. In this instance users must contact their System Administrator to have their password reset.

SAM II Data Warehouse Home Page

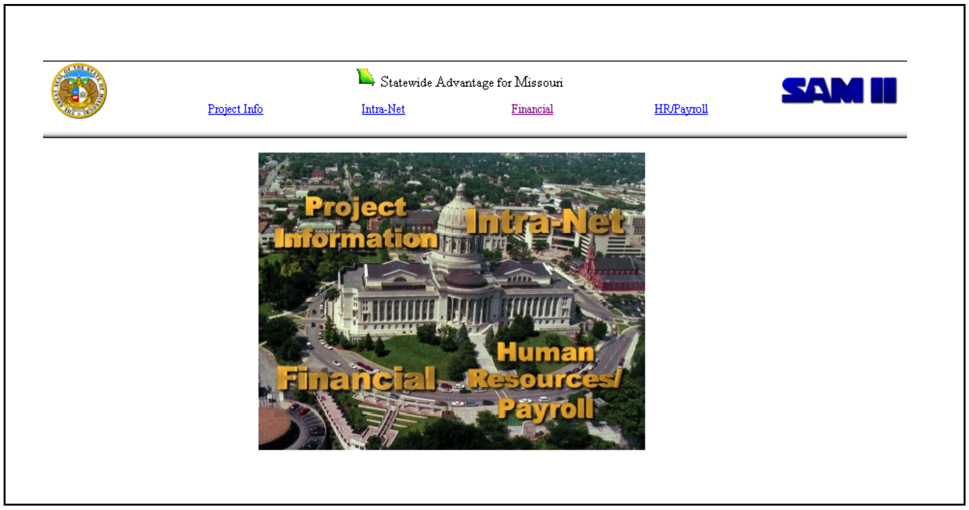


The SAM II Data Warehouse Home page serves as the starting point for viewing and creating reports. The Home page contains several links within the SAM II Data Warehouse including the SAM II Data Warehouse Toolbar, and the State Financial Area of Analysis.

Toolbar

The SAM II Data Warehouse Toolbar, located at the top of each page, contains various hypertext links to numerous requested options. The Load Date displays the date SAM II financial data was last loaded into the warehouse. The toolbar is linked to following areas:

SAM II



The Statewide Advantage for Missouri home page provides up to date information regarding SAM II. The SAM II home page is divided into four areas:

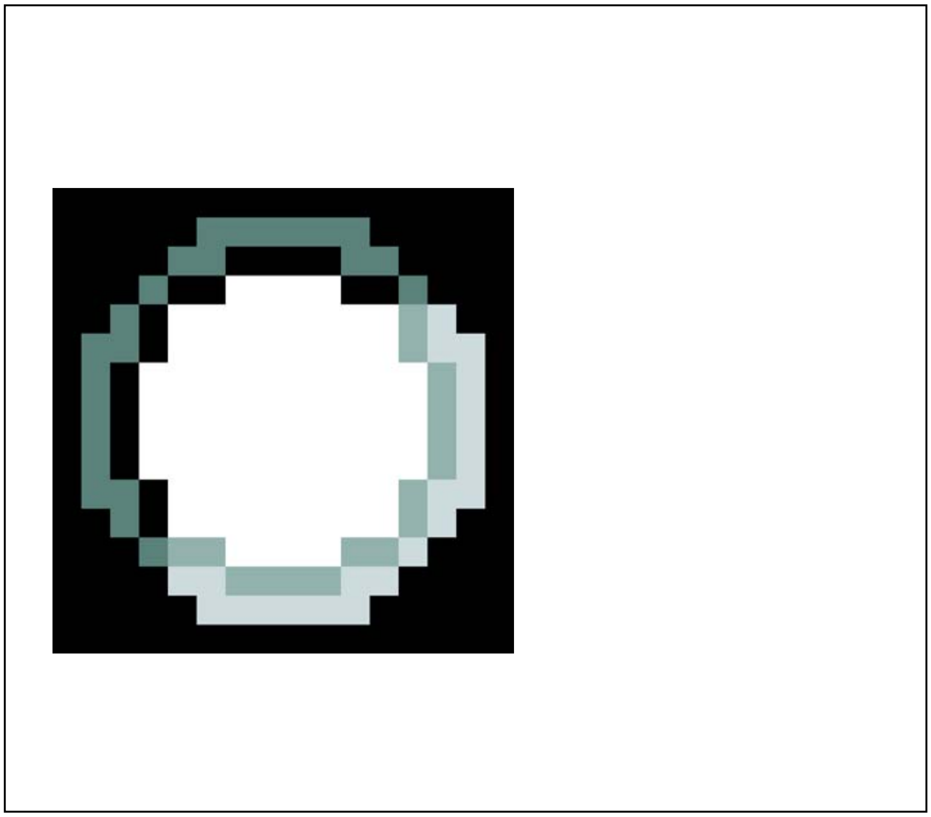
Project Information
- SAM II System Overview
- AMS and PSRI
- Project Calendar
- Implementation Plans

Intra-Net
- SAM II Chart of Accounts Guide
- Policies and Procedures
- SAM II System Navigation CBT

Financial – Phase 1 Implementaion
- Liaison Information
- Training
- Interface and Conversion
- Agency Set-Up

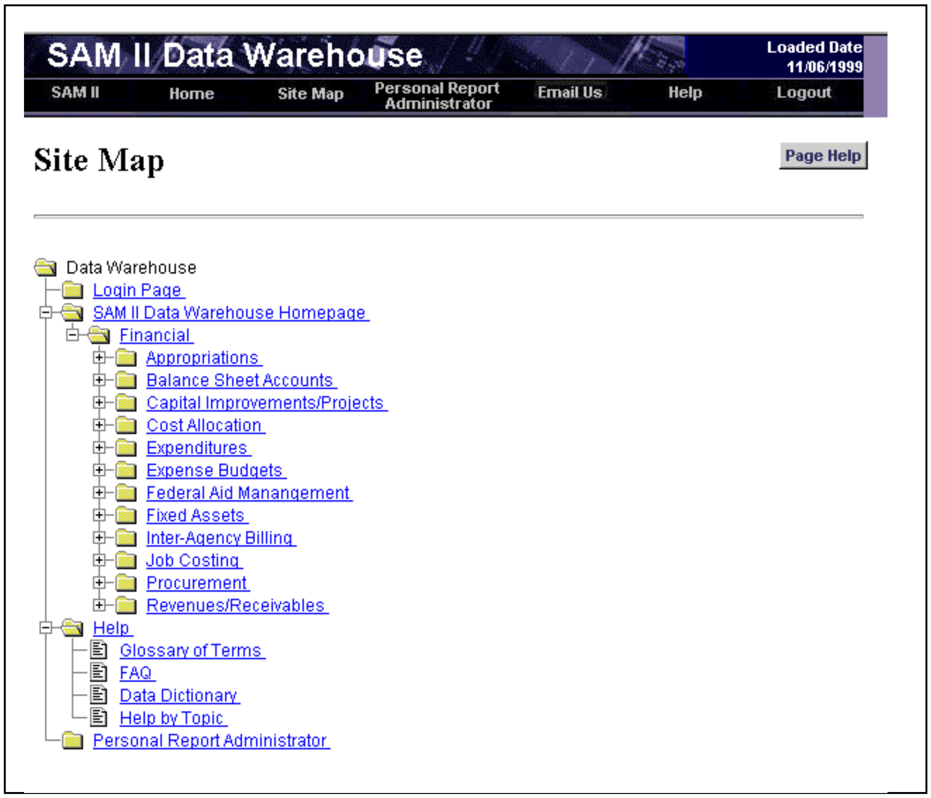
Human Resources/Payroll – Phase 2 Implementaion
- Agency Implementaion Calendar
- Twice A Month Payroll
- Training
- HR FAQ’s

Home



The SAM II Data Warehouse Home page serves as the starting point for report analysis, viewing, creation, and generation. The Home page contains the SAM II Data Warehouse Toolbar, Page Help, and the State Financial Area of Analysis.

Site Map



The Site Map is an alternative path for accessing commands for the SAM II Data Warehouse. It contains a link to every page within the warehouse. The Site Map is set up as a list of folder and directories containing multiple links for accessing individual areas and multiple reporting options of the SAM II Data Warehouse.

Personal Report Administrator

Personal Report Administrator

Please select a radio button below then press the View Personal Reports button to view the Personal Reports for the Application selected.

Financial/Budget

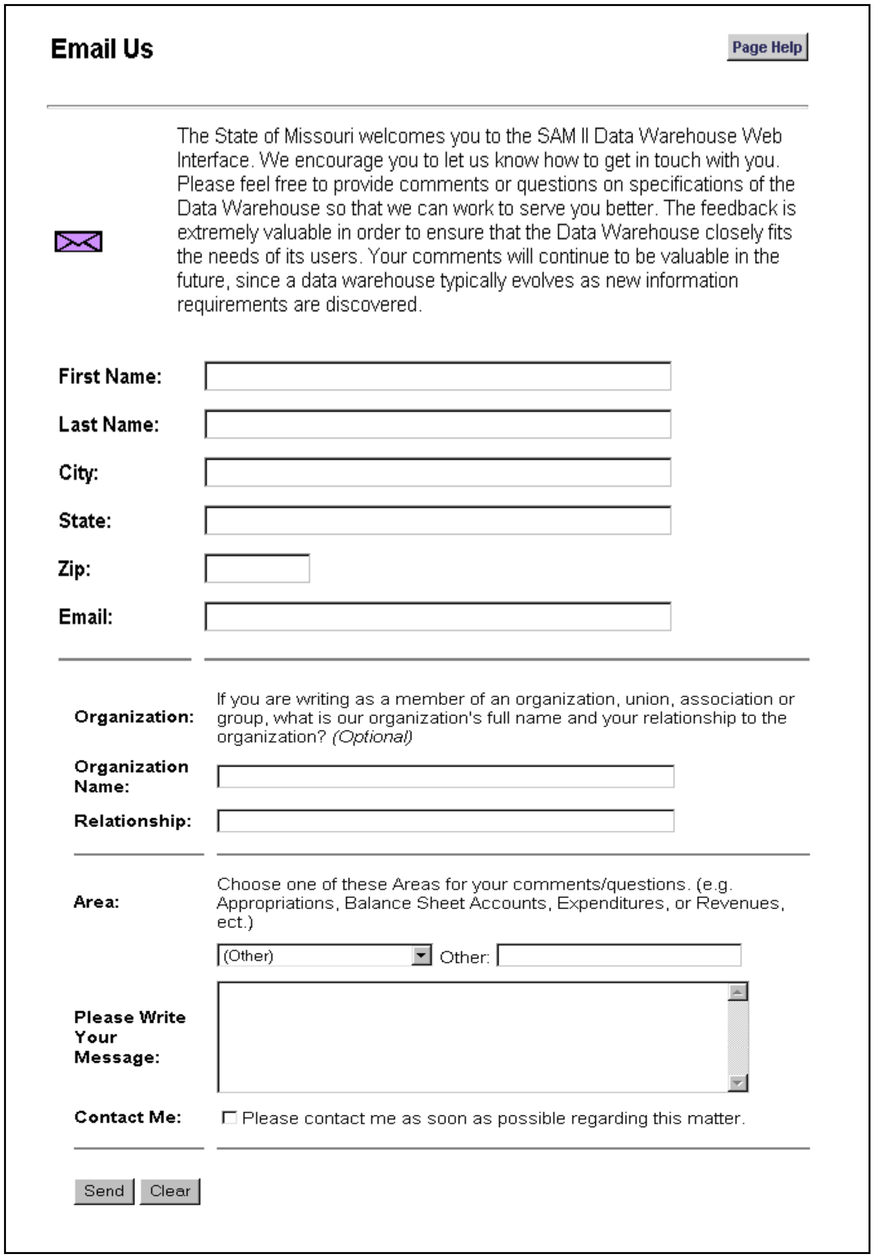
HR/Payroll

tab_date

The Personal Report Administrator is used to rename and delete personal reports. It maintains a list of all personal reports created by your User ID. The list contains the name of each report, the Area of Analysis, and the date the report was last saved.

A report can be renamed or deleted by selecting a box next to the report name and clicking the Rename Report or Delete Report option. Once a report has been deleted it can no longer be retrieved.

Email Us



Email Us

Page Help

The State of Missouri welcomes you to the SAM II Data Warehouse Web Interface. We encourage you to let us know how to get in touch with you. Please feel free to provide comments or questions on specifications of the Data Warehouse so that we can work to serve you better. The feedback is extremely valuable in order to ensure that the Data Warehouse closely fits the needs of its users. Your comments will continue to be valuable in the future, since a data warehouse typically evolves as new information requirements are discovered.

First Name:

Last Name:

City:

State:

Zip:

Email:

Organization: If you are writing as a member of an organization, union, association or group, what is our organization's full name and your relationship to the organization? *(Optional)*

Organization Name:

Relationship:

Area: Choose one of these Areas for your comments/questions. (e.g. Appropriations, Balance Sheet Accounts, Expenditures, or Revenues, ect.)

(Other) Other:

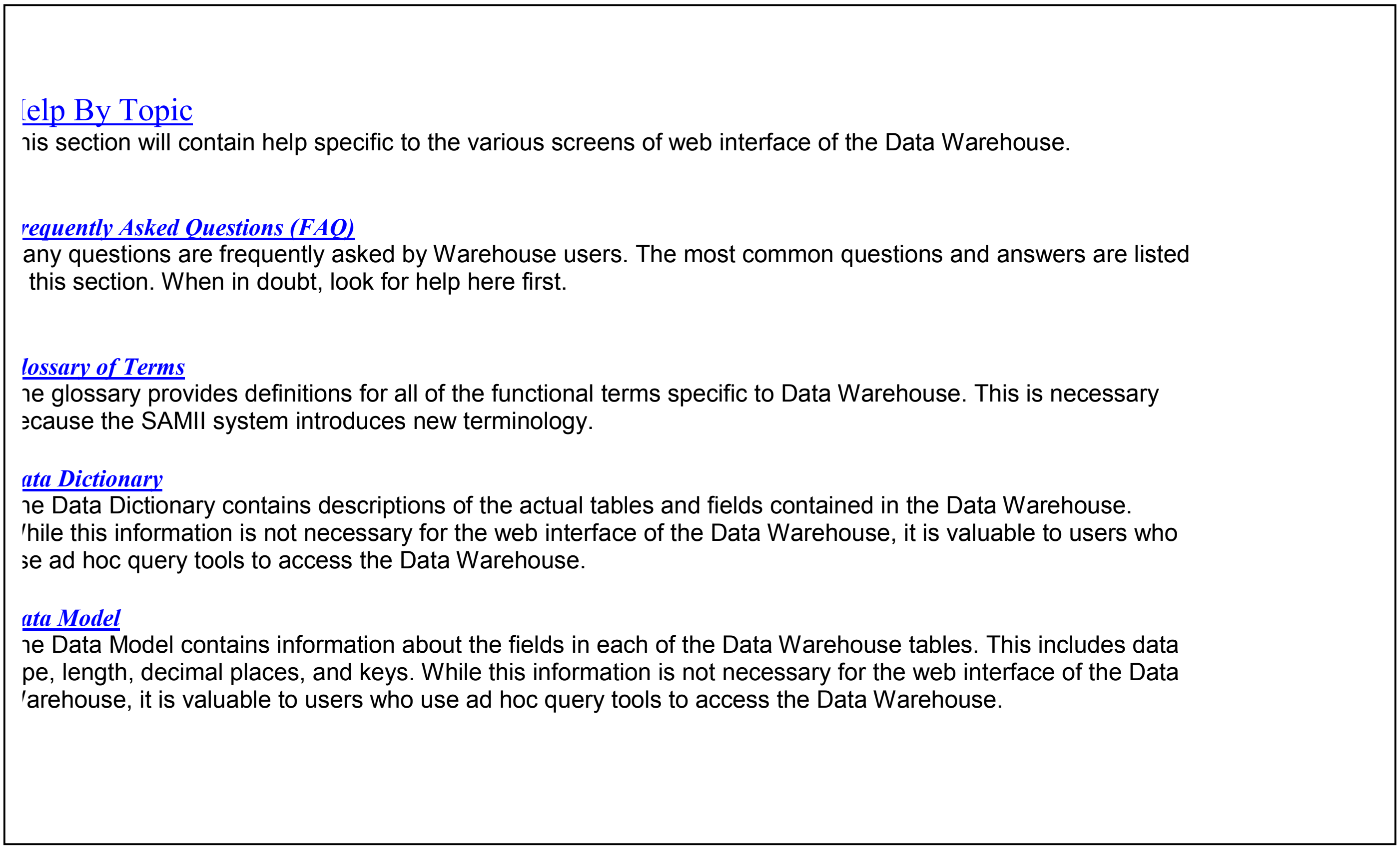
Please Write Your Message:

Contact Me: ☐ Please contact me as soon as possible regarding this matter.

Send Clear

Email Us is an online form for comments or concerns regarding the SAM II Data Warehouse. After completing the form, users may submit their comments directly to the SAM II Data Warehouse Team. A confirmation message will appear showing the message has been sent. If applicable, users will be contacted within 24 hours regarding their concerns or comments.

Help



The Help function is designed to assist users in finding answers to questions that might arise while working in the SAM II Data Warehouse. The Help feature is divided into four areas:

Help by Topic provides help related to a specific topic in a search query format.

Frequently Asked Questions lists the most common questions and answers asked by SAM II Data Warehouse users.

Glossary of Terms provides definitions for functional terms specific to the SAM II Data Warehouse.

Data Dictionary is the technical glossary containing information about the actual tables and fields contained in the SAM II Data Warehouse. While this information is not necessary for the Web interface, it is valuable to users who use ad hoc query tools to access the SAM II Data Warehouse.

Logout

The Logout option allows you to exit the SAM II Data Warehouse. By selecting the Logout option from the toolbar, the Data Warehouse will close all applications and return the user to the Welcome page. To regain access to the SAM II Data Warehouse, users must re-enter their mainframe User ID and password.

Exercise 1: Navigating through the Toolbar

Scenario:

It's your first time accessing the SAM II Data Warehouse. You want to be sure you understand each option of the toolbar and navigating through the Web Interface.

Step 1. Open **Internet Explorer** from the Desktop

Step 2. Delete the existing Web address

Step 3. Enter the SAM II Data Warehouse address: ***Provided by instructor.***

You are now at the SAM II Data Warehouse Welcome page.

Step 4. Click in the User ID field

Step 5. Enter your User ID, tab to the Password field and enter your Password

Step 6. Select **Login** or Press Enter

You are now at the SAM II Data Warehouse Home Page.

Step 7. Select **Personal Report Administrator** from the toolbar. How many reports are you able to rename?

____

Step 8. Select **Home** to return to the Welcome Page

Step 9. Select **Help** from the Toolbar

Step 10. Select **Glossary of Terms** and enter the word ***Help*** in the Search Glossary field. Select **Search**
How many matching entries are found? __________

Step 11. Select **Email-Us** from the toolbar

Step 12. Select **Page Help** from the SAM II Data Warehouse Home Page and enter ***Downloading*** in the Search Topic field. How many entries are found for Downloading?

____

Step 13. Enter ***Download*** in the Search Topic field:
How many entries are found for Download?

____

Step 14. Select **Home** from the toolbar to return to the SAM II Data Warehouse Home page

Step 15. Select **Logout**

Creating Reports

Creating Reports Objectives

After completing this section, you will be able to:

- Determine which Area of Analysis to choose for creating reports.
- Select the appropriate data needed for creating reports.
- Control how report data will be grouped and displayed.

Creating Reports Overview

The SAM II Data Warehouse front-end tool is an ad hoc reporting tool that will allow users to query the Data Warehouse database. A report query may need to read through hundreds of millions data records in order to come up with your report. These queries will cause a lag time in generating reports. A simple report may take up to 3 minutes to generate, while a detailed report may take up to 7 minutes.

This section will review data selection and output option for creating personal reports. It is not the intention to address every variable related to the data selection and output option. Rather the intention is to outline a clear and consistent set of guidelines to use while creating reports. The topics to be covered in this section are as follows:

- Data Selections
- Output Options
- View Results
- Saving Reports

Terminology

Check Box	An option to turn a value on or off. Use the mouse to click on the check box and click again to turn off the check box.
Column Header	The title of each column in a report. The titles are chosen from the display options selected.
Data Selection	The Chart of Accounts codes, roll-ups, and other data elements used to determine what data will be included in a report.
Dropdown Box	A box containing a list of values that you may choose from. A dropdown box can be identified by a small down arrow located on the right side of the box.
Group By	A query term that allows users to sort by a field. If you group by organization, the report will list all the organizations selected.
Mouse Over	By moving the mouse over a report name, a description of the report will be displayed. This feature is used on the View Reports tab.
Output Options	To control how data will be grouped and displayed in a report.
Pop-up Message	A message box that displays reminders, messages, or restrictions to a field or choice that has been selected.
Radio Button	A feature that allows you to choose one available option from a selection list.
Search Button	An input box used to search for specific information by entering the first three characters of a given code or name.

Sort Button	An option that allows you to sort report data in ascending or descending order. *AZ* = Ascending *ZA* = Descending
Total Line	After displaying all records in a report the Total Line will display the column totals. This feature is available on the View Reports option.

Data Selection

The Data Selection page is designed to assist in creating reports by choosing what data will be included in a report. SAM II provides common statewide Chart of Accounts codes and roll-ups to represent a unique perspective from which accounting transactions are classified.

Each Area of Analysis has various Chart of Accounts elements for creating reports. After all data has been selected, users will determine how that data will be grouped and displayed.

Review Selections

The Review Selections page will control how report data will be grouped and displayed. There are two control levels available:

Group By allows users to group the report data by any Chart of Accounts element.

Display Options will create various reporting columns of data from a list of defined options.

View Results

The View Results page will generate and display a report based on the information from the Data Selection and Output Options page. The View Results page contains specific commands that will allow users to sort, save, and download a report.

Undo Selection

The Undo Selection option will delete all selected options made from the Data Selection page or the Output Options page. This feature clears the entire page and reset all reporting options back to their original default.

Creating Reports: Main Page

Financial: Summary Appropriations Main Page

Press the "Go !" button above to enter the View Reports section. From inside the View Reports section the user may select from a list of reports to view. The View Reports section contains the following report types:

Standard Reports - These reports are pre-defined FOCUS reports, which will be available to all users. These reports may be printed using the user's web browser print feature. These reports are not tagged with an icon.

Personal Reports - Reports created by the user using the Data Warehouse Web Interface Tool. They may be saved under a User's ID or downloaded as a Tab-Separated-Value (TSV) or a fixed width file. These reports are tagged with the Personal Report icon .

Flexible Reports - Reports created using the Data Warehouse Web Interface Tool. They may be downloaded as a Tab-Separated-Value (TSV) file, a fixed width file or printed using the user's web browser print feature. These reports are tagged with the Flexible Report icon .

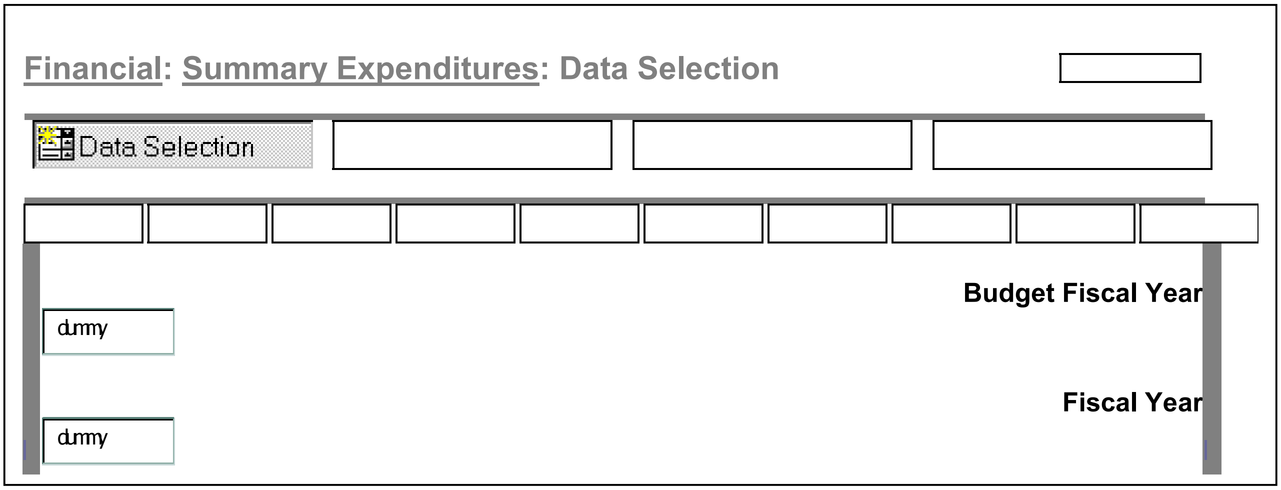
New MOBIUS Reports - The following month-end reports listed below will be available in MOBIUS:
- Detail Status for Annual Appropriations
- Detail Status for Biennial Appropriations
- Summary Status of Annual Appropriations by Fund
- Summary Status of Annual Appropriations by Fund Category
- Summary Status of Biennial Appropriations by Fund
- Summary Status of Biennial Appropriations by Fund Category
- Annual Appropriation/Budget Detail by House Bill Number
- Biennial Appropriation/Budget Detail by House Bill Number

The SAM II Data Warehouse allows users to create and view various reports. After selecting a Financial Area of Analysis, the Main Page for the selected area is displayed.

The following pages will show illustrations using the Expenditures Area of Analysis.

The Main Page displays the reporting options available: View Reports and Create Reports. By selecting the Create Reports tab and clicking Go, the user advances to the Data Selection page.

Data Selection



To create a new report the SAM II Data Warehouse will default to the Data Selection page. This section will assist users in creating reports by limiting the data to be included in the report.

Click on the Review Selections button to view the selection options on one page. Click on the section tab to limit the data to be included in the report. Refer to the Chart of Accounts appendix for a description of the reporting elements and roll-ups. Search buttons are used to look for a particular code i.e., Fund, Account Balance Sheet, Appropriation, etc.

To use the Search feature click on the search button next to the element you wish to search for. Type in at least 3 characters of the value desired and press "Enter." A list of matching value options will appear. Select the desired code. The selected code will be inferred into the data selection field.

After the Data Selection is complete, select the Group By tab to determine how the report data will be grouped and displayed.

Financial: Summary Expenditures: Review Selections

Review Selections

Budget Fiscal Year: 2002
Fiscal Year: 2002

Fund: ALL
Fund Class: ALL
Fund Category: ALL
Fund Type: ALL
Fund Group: ALL

Agency: ALL
Organization: ALL
Sub Organization: ALL
Agency Class: ALL
Agency Category: ALL
Agency Type: ALL
Agency Group: ALL

Appropriation: ALL

Activity: ALL
Activity Class: ALL
Activity Category: ALL
Activity Type: ALL
Activity Group: ALL

Function: ALL
Function Class: ALL
Function Category: ALL
Function Type: ALL
Function Group: ALL

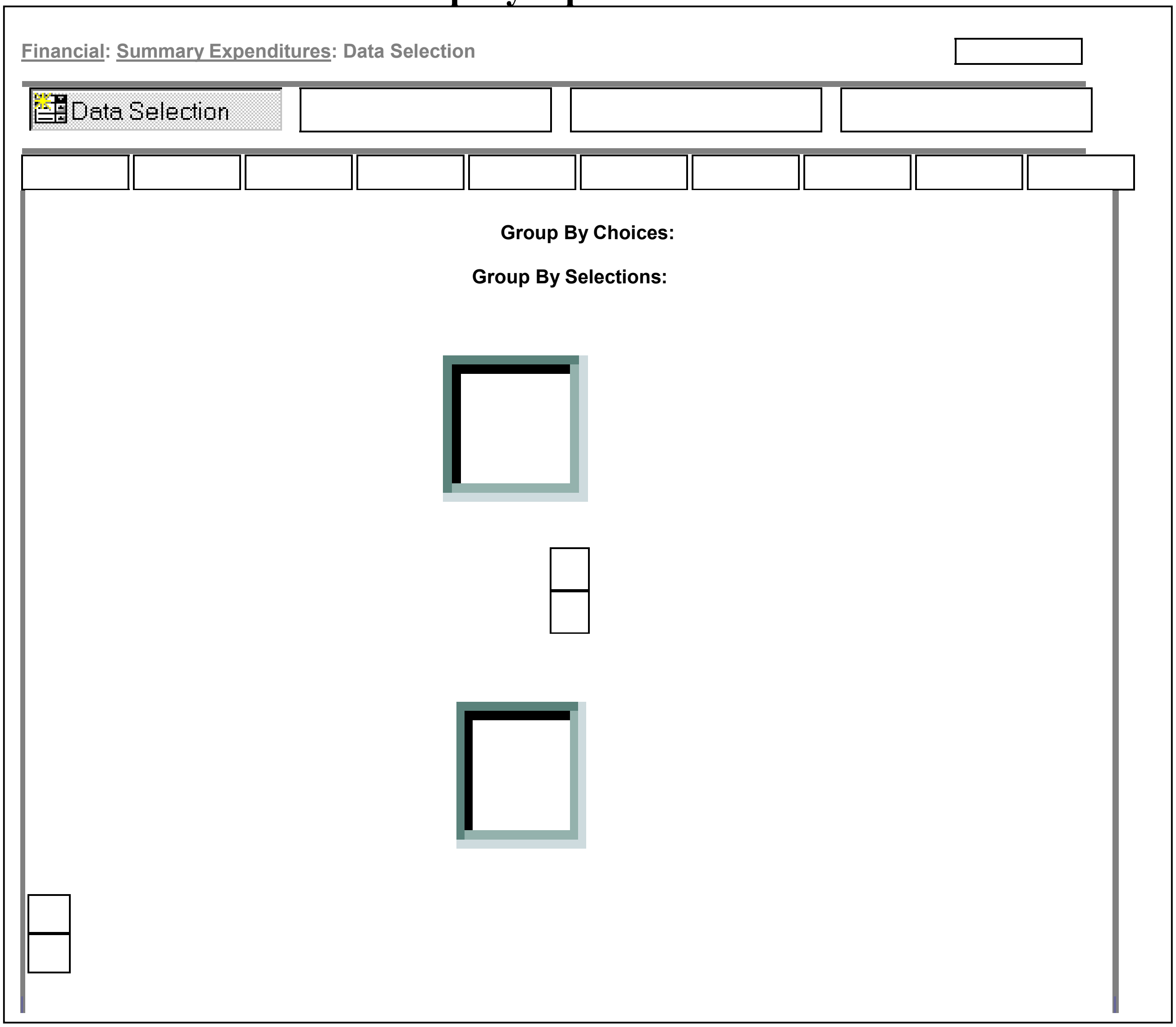
Object: ALL
Sub Object: ALL
Object Class: ALL
Object Category: ALL
Object Type: ALL
Object Group: ALL
Budget Object Class: ALL

Project: ALL
Job Number: ALL

Reporting Category: ALL

Group By: None
Display Options: YTD Expended

Group By Options



Group By

The Group By option list allows users to determine how selected data in the report will be grouped. The Group By list contains the Chart of Accounts reporting elements.

Display Options

The Display Options contains a list of display fields, check boxes and radio buttons. These options will determine the report headers and columns. When choosing the display options, users may check as many boxes as desired.

View Results

Financial: Summary Expenditures: View Results

View Results

Summary Expenditures

Budget Fiscal Year : 2002
Fiscal Year : 2002
Group By : Appropriation

Based upon the above criteria, your query was executed. Below are the query statistics.
Report Processing Time (secs) : 16.407
Records Selected : 756
Record Length : 24
Estimated Download File Size (bytes) : 18144

The View Results page will generate a report based on the information selected on the Data Selection page and Group By page. The query statistics are shown on this page.

To view the Report, Download the report or Save the report click on the appropriate button located at the bottom of the page.

Financial: Summary Expenditures: View Report

Summary Expenditures

Budget Fiscal Year : 2002
Fiscal Year : 2002
Group By : Appropriation

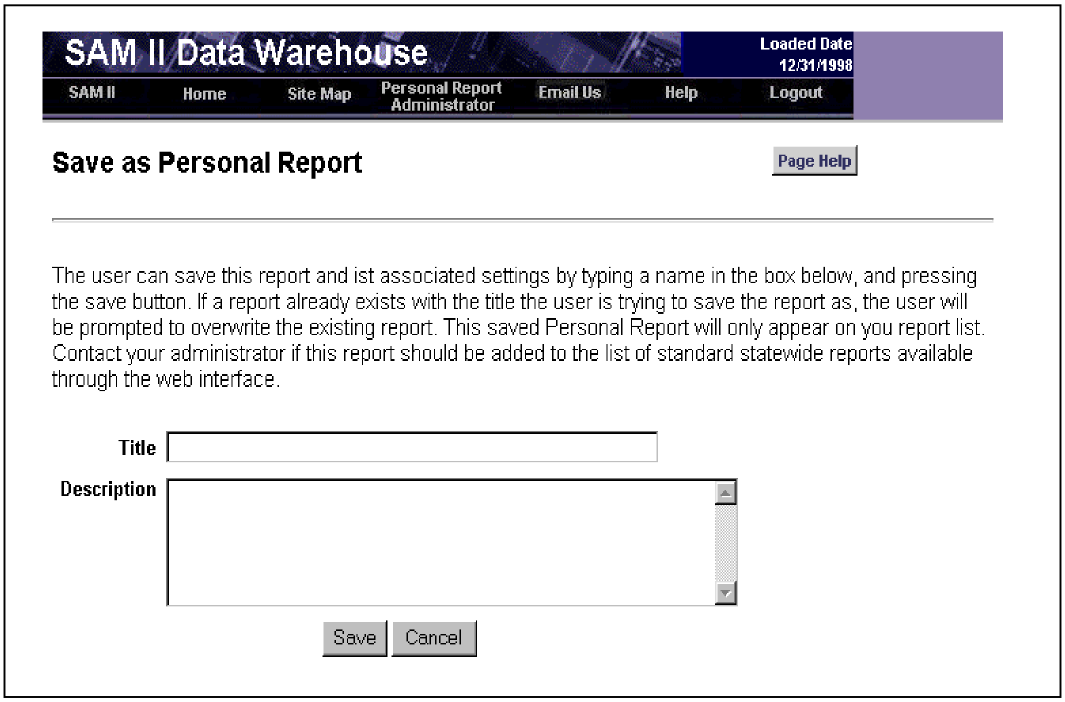
20 rpt_results rpt_query dummy

1 - 20 of 756

Drill Down To Activity Category

Appropriation	Appropriation Desc	YTD Exp
T291	OASDHI TRF-0101	$3,308.12
T292	OASDHI TRF-FED FUNDS	($2,596.33)
T293	OASDHI TRF-OTHER FUNDS	$2,926.16
T294	MODOT OASDHI TRF-0644	$296.64
T295	RETIREMENT SYSTEM TRF-0101	$698.73
T296	RETIREMENT SYSTEM TRF-FED FUND	($2,774.62)
T297	RETIREMENT SYS TRF-OTHER FUNDS	$2,969.29
T298	DEFERRED COMP TRF-0101	$213.34
T299	DEFERRED COMP TRF-FED FUNDS	($241.32)
T300	DEFERRED COMP TRF-OTHER FUNDS	$2.98
T301	MODOT DEFERRED COMP TRF-0644	$12.50
T302	MOCHCP TRF-0101	($133.65)
T303	MOCHCP TRF-FED FUNDS	($2,769.59)
T304	MOCHCP TRF-OTHER FUNDS	$2,567.24
T535	HIGHWAY FUND TRF-0644	$7,729,058.05
0013	COMM ON LEG RESEARCH-0101	$40.23
0014	LEG RES PUBLISH STATUTES-0101	$12.43
0015	BOARD OPERATED PS-0101	$97.22
0020	BOARD OPERATED PS-0105	$642.00

Saving Reports



The Save Report page is designed to allow the user to save a report that they have created as a Personal Report. Users will be prompted to input a name and a brief description of the report.

Once a report has been named and described, press the Save button at the bottom of the page. The report will be saved and listed in the Personal Report Administrator.

If the name chosen for the newly created report currently exists, the user will be alerted that the report already exists and will be given the option to save the new report over the old report or to return to the previous screen to enter a new name for the report.

Should you decide not to save the report, press Cancel to return to the View Results page.

Download Options

Download

Tab-Separated

Fixed Width

Cancel

Clicking on the Download Option bars to the left will create files that can be downloaded with results from a query. They can then be imported into a database or a spreadsheet. Note that the download file will contain the entire results of the query, and not just the 20 records displayed. Clicking on the cancel button will return to the View Results page.

The file that will be downloaded will be a generic format. Tab Separated Values (.TSV) formats the data, with each field separated by a TAB. This format can be read by most major spreadsheets and database Applications, including MS Access and MS Excel. Most Internet browsers will handle a link to a file of this type correctly, but some browsers may need to have their configuration adjusted. A default file name has been given to each report created. The default file name can be changed when the report is downloaded.

Text (.TXT) files are simply ASCII Text files. These files may be opened with any text viewer (such as NotePad, or MS Word.) Fixed Width Data stored in a .TXT file can be imported directly into many major Applications, including MS Excel and MS Access. Use the information in the Report Heading and Record Layout File to help configure this import.

Click on one of the links to the left to create either a Tab Separated Values (.TSV) File, or a Fixed Width (.TXT) file. It will take several seconds for the Data Warehouse Server to prepare your files after you click the button. When the server is finished, links will be provided to download the files.

To download the report into spreadsheet or database applications choose the Tab-Separated button on the left.

The Fixed-Width option can be used with text viewer applications as well as spreadsheet and database application,

Exercise 2: Creating and Saving Reports

<u>Scenario</u>: *You are going to create several reports using the Appropriations, Expense Budgets, and Expenditures area of analysis. Follow the steps listed below.*

Complete the following exercise:

You need to create a report of the current appropriation for the General Revenue fund.

Step 1. Login the SAM II Data Warehouse

Step 2. Select the **Appropriations** Area of Analysis

Step 3. Select **Create Reports** and press **Go**

Step 4. Data Selection Page:
Budget Fiscal Year: *2002*
Fiscal Year: *2002*
Fund: *0101 General Revenue*
Agency: *Your operating agency*

Step 5. Output Options Page:
Group By: *Appropriation*
Display Options: *Current Appropriation*
Expended Monthly
Obligated/Unobligated

Step 6. View Results Page:
Review your report

Step 7. Save Report:
Title: *First initial and Last name*
Description: *use the header information to create report description*
Press **Save**

Step 8. Select the **Financial** hypertext link

Create a report to determine what your agency has budgeted for communication equipment and expenses.

Step 1. Select the **Expense Budget** Area of Analysis

Step 2. Select **Create Reports** and press **Go**

Step 3. Data Selection Page:
Budget Fiscal Year: *2002*
Fiscal Year: *2002*
Agency: *Your operating agency*
Budget Object Class: *Communication Service and Supplies*

Step 4. Output Options Page:
Group By: *Object*
Display Options: Frequency: *Monthly*
Committed/Uncommitted

Step 5. View Results Page:
Review your report

Step 6. Save Report:
Title: *First and Last name*
Description: *use the header information to create report description*
Press **Save**

Step 7. Select the **Financial** hypertext link

Step 1. Select the **Expenditures** Area of Analysis

Step 2. Select **Create Reports** and press **GO**

Step 3. Data Selection Page**:**
Budget Fiscal Year: *2002*
Fiscal Year: *2002*
Agency: *Your operating Agency*

Step 4. Output Options Page:
Group By: *Object*
Display Options: *YTD Expended*
Exp Monthly

Step 5. View Results Page
Review your report

Step 6. Save Report:
Title: *First name*
Description: *use the header information to create report description*
Press **Save**

Step 7. Select **Personal Report Administrator** from the toolbar to view the names of your personal reports.

Step 8. **Logout** of the SAM II Data Warehouse.

Viewing Reports

Viewing Reports Objectives

After completing this section you will be able to:

- Identify and review pre-defined and previously created reports.
- Drill down to multiple levels of reporting details.
- Download reports into additional files.

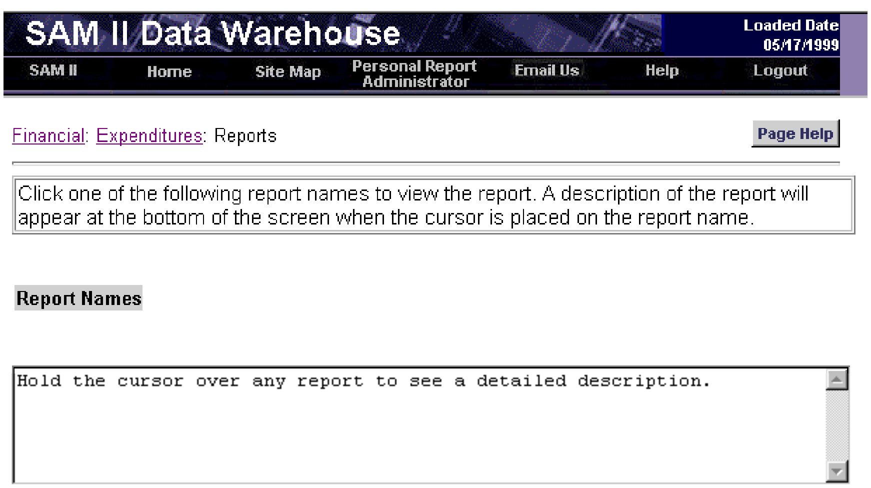
Viewing Reports Overview

This topic introduces you to the following features:

- Flexible Reports
- Personal Reports
- Standard Reports
- Reporting Drill Downs
- Downloading Reports

Terminology

Flexible Report	A report created by a user and is open to all SAM II Data Warehouse users.
Personal Reports	A report created and saved by an individual and is viewable only by their User ID.
Standard Report	A pre-defined FOCUS report open to all SAM II Data Warehouse users.
Drill Down	The ability to obtain additional detailed information from a specific reporting line.
Download	To import the data from a report into a Tab-Separated Value (TSV) file.



View Reports: Main Page

Financial: Summary Expenditures: View Reports

Click one of the following report names to view the report. A description of the report will appear when the cursor is placed on the report description icon.

Report Names	Desc
Current Monthly Payment Report	
Current Monthly Payment Report - Org Rollup	
Expenditures by Agency	
Expenditures by Agency/Object	
Expenditures by Agency/Vendor	
Expenditures by Appropriation	
Expenditures by House Bill	
Monthly Cash Disbursements	
Total Encumbered Expenditures by Commodity Code by Accounting Agency	
YTD Cash Disbursements	

The Report page allows users to access and view Flexible, Personal, and Standard reports. From the Reports Main Page users can view a list of saved reports created by their User ID (Personal reports) or pre-defined AdHoc reports (Standard or Flexible reports). All SAM II Data Warehouse reports can be printed and some have additional features that will allow modifications of data selection or output options.

The SAM II Data Warehouse allows users to see a description of the report before viewing by placing the mouse over the Desc icon. A detailed description of the report will appear in the text box located at the bottom of the screen.

To view a report, place the cursor on the report name and click. The system will generate the report for viewing and possible modifications. All reports will display 20 lines of data per view. To view additional data lines click the Report Record Count arrows found in the header section of the report. Report totals are located on the last line of each report.

Flexible Report

A Flexible Report is created by a user and is available to all SAM II Data Warehouse users. This report can be identified by a “Lightening Bolt” shaped icon which is found behind the report name. All report data will be updated when the user opens the report.

Personal Report

A Personal Report is a report created and saved by an individual and is specific to their User ID, meaning only the creator has access to the report. This report can be identified by a ‘Face’ shaped icon found behind the report name. All report data will be updated when the user opens the report.

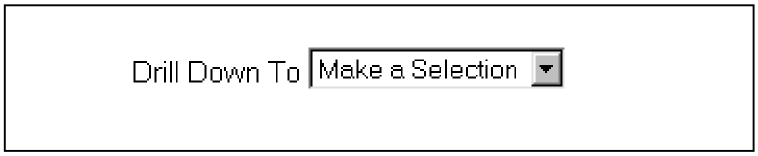
Standard Report

A Standard Report is a pre-defined FOCUS report and is available to all SAM II Data Warehouse users. Standard reports will replace certain OA SAM reports. Standard reports will be available from the following areas: Budget, Fixed Assets, Federal Aid Management, Procurement, and Revenues. This report does not have an associated icon. Users are not allowed rename, drilldown, or delete Standard reports.

Printing Reports

To print a report is it advisable to download the report into a spreadsheet format. This will allow all lines of the report to be printed at one time. If printing from the View Reports page, the report will print only what is shown, 20 lines of data. In this instance you must use the Report Record Count arrow to advance the report to the next 20 lines in order to print the additional lines of data.

Drill Downs



The SAM II Data Warehouse offers an automatic default drill down feature. You may obtain more information pertaining to a specific line of data by highlighting the code in the first column of the report and clicking.

However, to drill down to an area other than the standard default, the screen displays a Drill Down drop box that is located in the header section of the report. The drill down selections may vary depending on the Area of Analysis chosen.

To choose a drill down option, click on the drill down drop box, a list of drill down elements will be displayed. Choose an option by clicking on an element in the drop down box. Highlight a code from the first column of the report. The system will create a new report containing detailed data of the selected line and drill down element selected.

Downloading Reports

The download option is designed to assist users in importing the data from your report into a spreadsheet format. Downloading a report into a spreadsheet file can be helpful in the case of manipulating data fields, rows, or creating report charts.

After a Personal report has been created, click the download button. The report will be downloaded to a generic format known as tab-separated-values (tsv). This format can be read by most major spreadsheet and database applications, including MS Access and MS Excel. Most Internet browsers will handle the link to a file correctly, but some browsers may need to have their configuration adjusted or set up. Use the Help-by-Topic option for set up instructions.

Before the downloading process begins, an information screen will appear displaying helpful information regarding the download process. Users will have the option of canceling the download process and returning back to the View Results page of the report or continuing the download.

Once the download is complete, the report will be displayed in a spreadsheet format.

To save and name your spreadsheet, choose the Save As option from the File menu. Choose where you wish to save the file (C: drive, shared drive, or disk). Next, type in a name for the report in the File Name box and press Save. Once the file has been saved the system will return back to the download screen. Choose the cancel option to return back to the original report.

**** For inventory documents (IA, CI, SN):***

When downloading data the user will need to reformat cells from 2 decimal places to 6 decimal places in order to see the actual data. This includes: Unit Cost, Unit Price, Quantity, Line Amount, and Total Columns.

Exercise 3: Viewing and Downloading Reports

Scenario: *You have created several new personal reports. Follow the steps below to drill down for more reporting data and to download one of your reports into a spreadsheet format.*

Complete the following exercise:

Step 1. Login the SAM II Data Warehouse

Step 2. Select the **Appropriations** Area of Analysis

Step 3. Choose the **View Reports** tab and select **Personal**

Step 4. Open your First initial and Last name report

Step 5. **Drill Down** to:
Organization Level 1 (review the report)
Organization Level 2 (review the report)

Step 6. Display the report in **Descending** order from the *Year-to-Date* column

Step 7. Save Report
Title: *Last Name*
Description: *use the header information to create the report description*
Press **Save**

Step 8. Select **Home** from the toolbar

Step 9. Select the **Expense Budget** Area of Analysis

Step 10. Choose the **View Reports** tab and select **Personal**

Step 11. Open your Last Name report

Step 12. Select **Download** and download the report to an Excel spreadsheet and review the report

Step 13. Select **File** from the Menu bar and select **Exit**

Step 14. **Logout** of the SAM II Data Warehouse.

Viewing Transactions

Viewing Transactions Objectives

After completing this section you will be able to:

- Search for a particular document.
- View accounting information for all document lines that meet certain parameters.

Viewing Transactions Overview

From the Transaction area, users can select from a list of document types such as Purchase Orders and Payment Vouchers to view. Users may choose to view results by document or document Line. The Transaction Selection allows the user to define their search criteria. All of the results can be printed or downloaded into a Tab Separated-Value file. The View Transaction area includes the following features:

- Transaction Options
- Transaction Selection
- Transaction Results

Transaction Options

Group By: Document

The Transaction Options page allows a user to select a document from the SAM II document list. The Document Type field maintains a list of thirty-five (35) SAM II documents. Each document in the list displays the document name and document code.

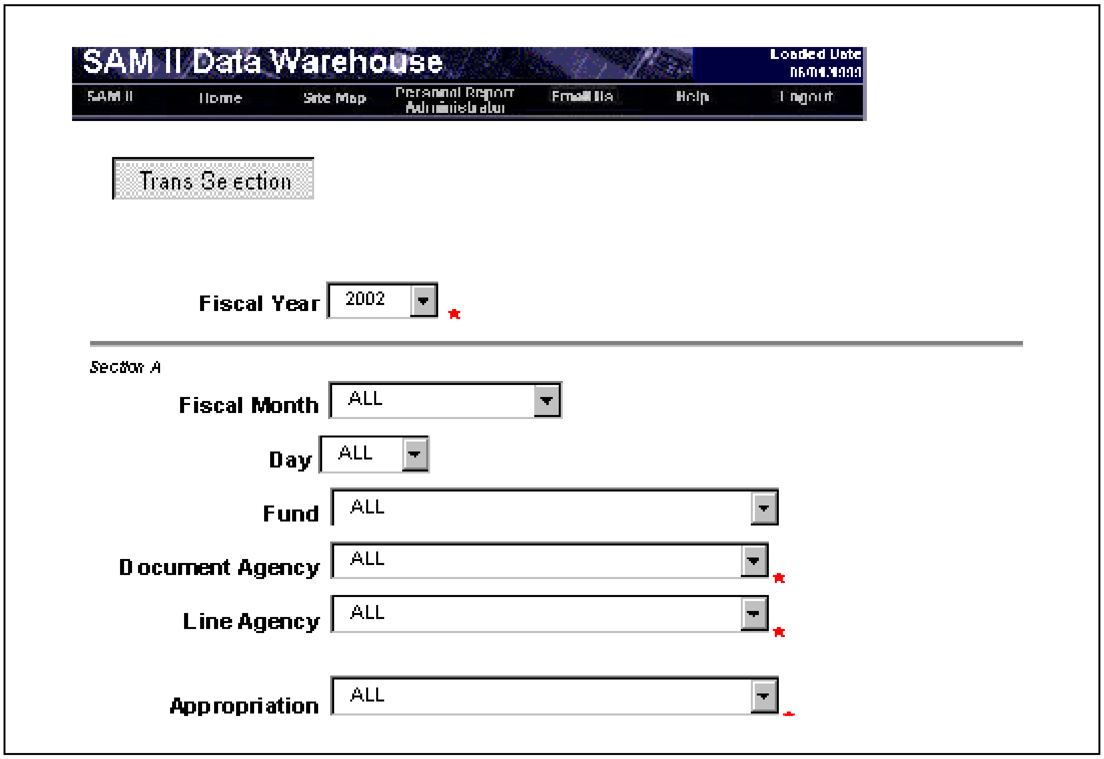
The Grouped By selection offers two reporting options for viewing the selected document: Document and Document Line.

The Document option will display the document ID number and acceptance date of the selected document. The Document Line option will display the accounting line data including reference information, dollar amounts, and other document data.

After selecting the Document Type and Group By option, choose the Transaction Selection option to define the search criteria for the transaction report.

Transcription Selection

Group By: Document



The Transaction Selection page allows users to define the search criteria for transactions. There are two options available to search for report document transactions.

Depending on the document type selected, transactions can be viewed by selecting the Fiscal Year, Fiscal Month, Fiscal Day, and Department Agency from which the document was initially created.

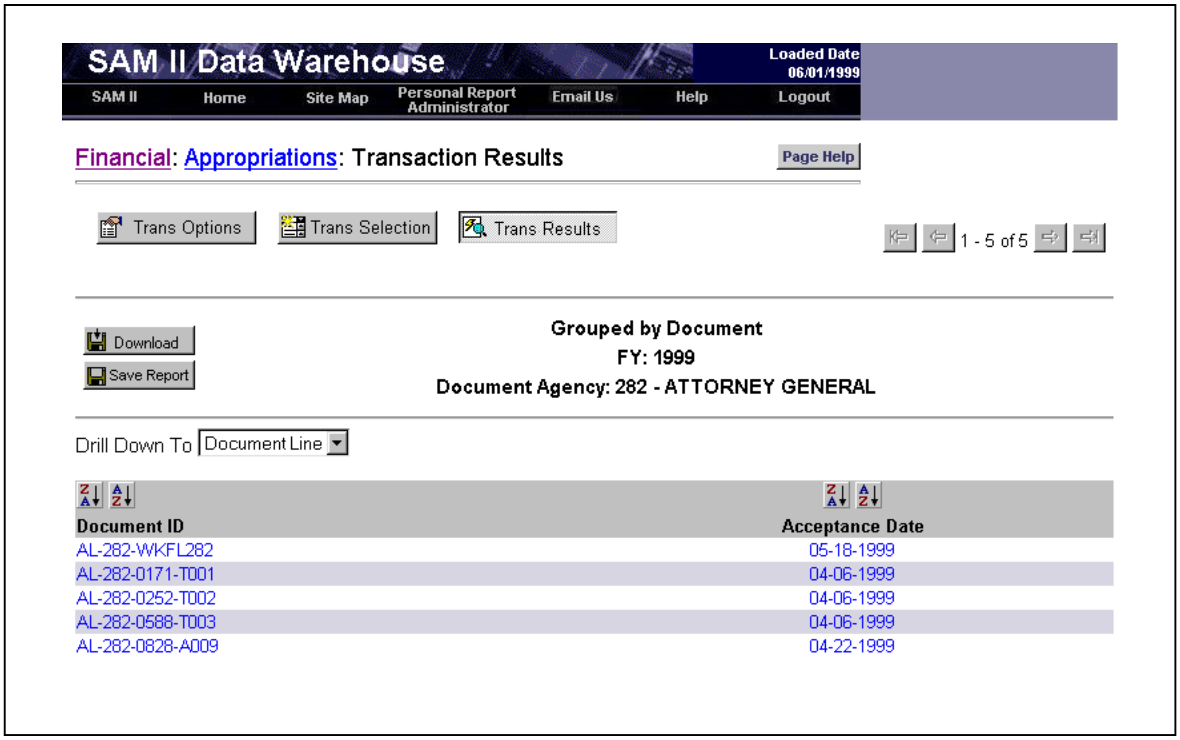
Transactions can also be viewed by entering the Document Type code, Agency, and Document Number. If the document number is unknown the Search field can be used to access a list of accepted documents.

Fields denoted by the * symbol must contain a value other than "All" before the report can be created.

After selecting the Transaction Options choose Transaction Results to display the report.

Transaction Results

Group By: Document



The Transaction Results page will generate the report based on the information selected from the Transaction Options and Transaction Selection pages.

The report will display a report header which includes:

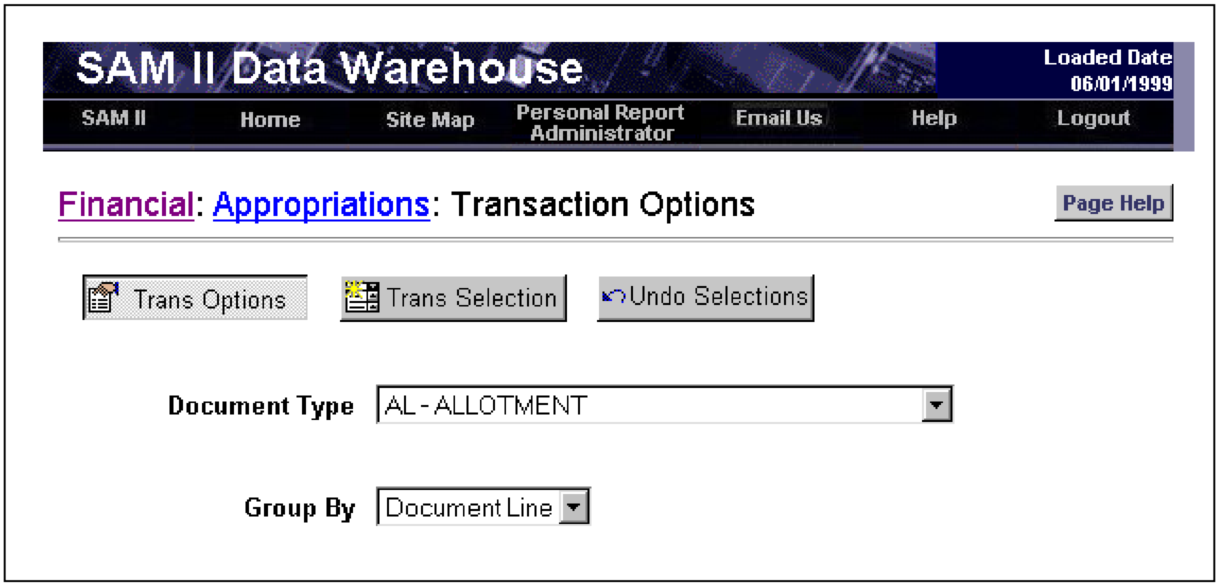
- Transaction Fiscal Year
- Group By option selected
- Document Agency name

Additional features and options that appear on the Transactions Results page include:

- Download option
- Save Report option
- Report Record Line Count
- Total Line

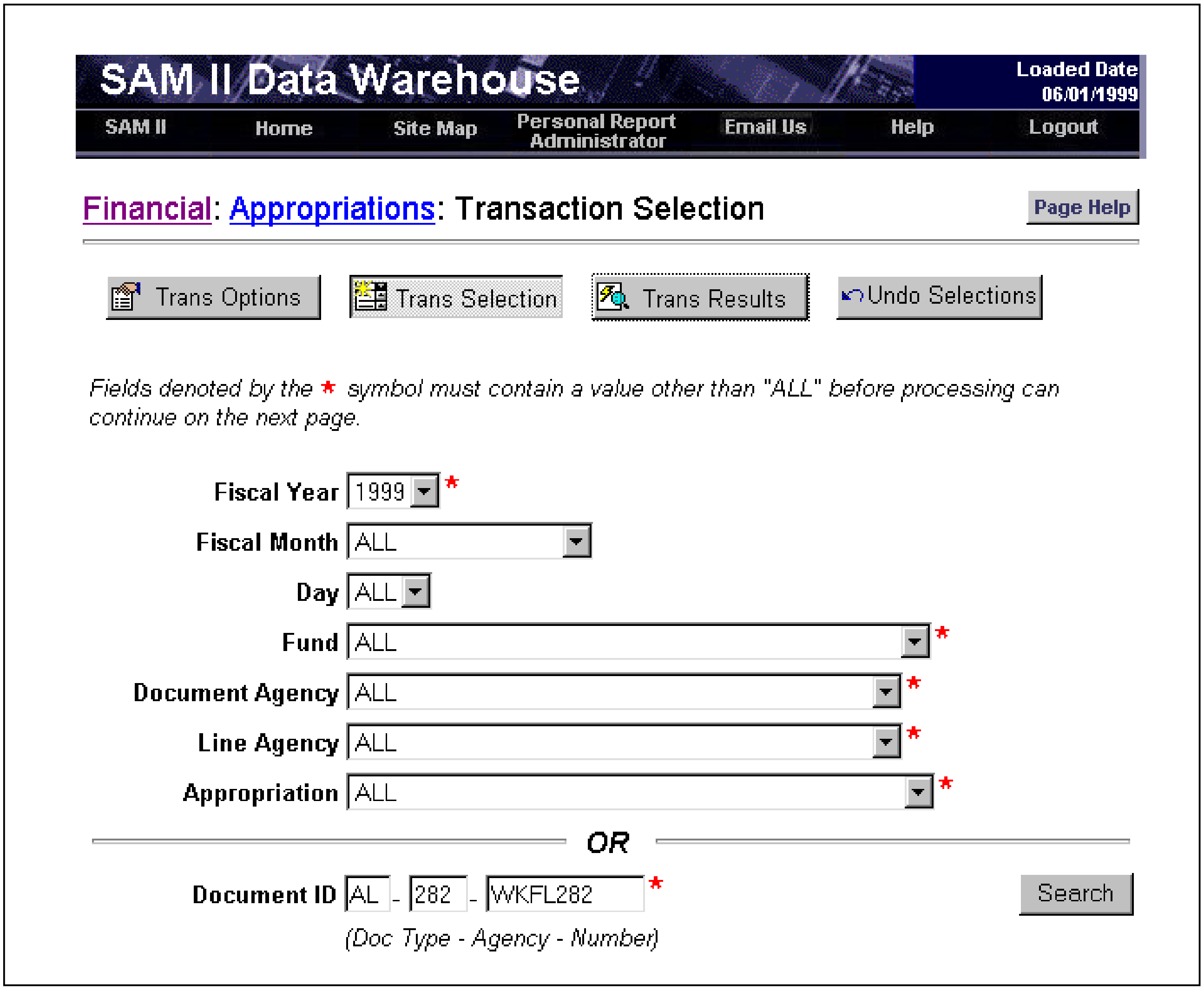
Transaction Options

Group By: Document Line



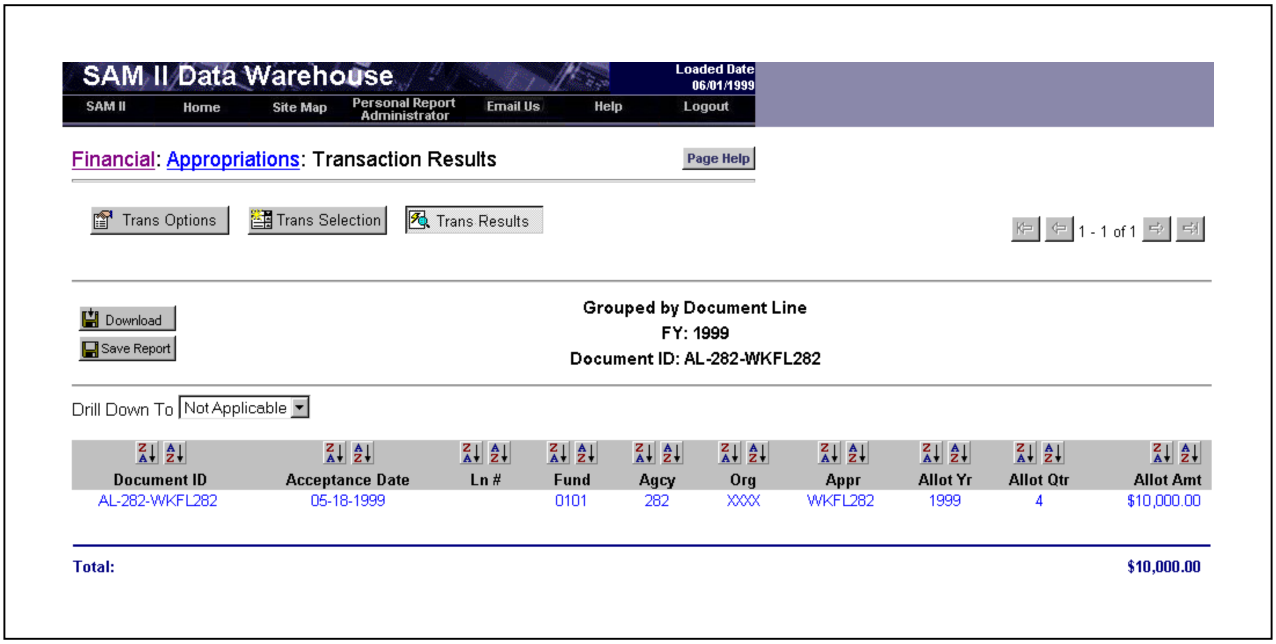
Transaction Selection

Group By: Document Line



Transaction Results

Group By: Document Line



Review and Skill Check

Write True or False next to each statement below:

___ 1. You can view a personal report created by a co-worker using your User ID.

___ 2. The Data Selection page will control how your report will be grouped.

___ 3. You can rename your report using the Personal Report Administrator.

___ 4. The Revenue Area of Analysis allows you to create reports based on how much money has been allocated to your agency.

___ 5. The Budget Fiscal Year and Fiscal Year cannot be set to "All."

___ 6. Statistical information can be uploaded into the SAM II Data Warehouse by your System Administrator.

___ 7. The Undo Selection will clear the entire page.

___ 8. Drill downs allow more detailed information by reporting lines.

___ 8. The information in the SAM II Data Warehouse contains data starting from fiscal year 1998.

___ 9. Personal reports can be identified by the "Lightening Bolt" shaped icon.

___ 10. The SAM II Data Warehouse can only be accessed through the Intranet.

SAM II Data Warehouse Appendix

Chart of Accounts Elements

Chart of Accounts Roll-ups

Organizational Hierarchy

SAM II Data Warehouse Standard Reports

Chart of Accounts

SAM II provides a common statewide Chart of Accounts for Accounting, Budget, Procurement, and Human Resources. Each of the Chart of Accounts elements (codes) represent a unique perspective from which accounting transactions are classified. The account code structure, in SAM II, provides user flexibility; it enables requiring detailed coding for some agencies while allowing minimal coding for others.

Through various system options and internally enforced office procedures, the account code structure is used to achieve reporting in the level of detail desired for various situations.

The Office of Administration (OA) maintains the Chart of Accounts and determines which attributes will be used, and the reporting hierarchy roll-ups.

Activity	4 digit code	Identifies specific services or tasks being performed by one or more agencies or organizations of the State of Missouri to accomplish that entity's strategic objectives.
Agency	3 digit code	The highest level of functional organization of Missouri State government as defined by the constitution recognized by the governor or legislature.
Approp-riation	*4 digit code	Identifies the legal authorization granted by the State of Missouri General Assembly to make expenditures and incur obligations for specific purposes. Each appropriation is identified with a specific fund and is limited in amount and time it may be expended.
Balance Sheet Accounts	4 digit code	Classifies the assets, liabilities, reserves and equities of a fund of the State of Missouri for the purpose of producing financial statements.
Bank Account	2 digit code	Identifies the bank account maintained by the State of Missouri to which cash transactions are charged. It can refer to both depository and checking accounts.

Function	4 digit code	Provides information on the purpose or objective of expenditures or revenues with regard to an agency's major service or regulatory responsibility. The objectives of the agency will be defined in conjunction with the "Show Me Results" initiative.
Fund	4 digit code	The independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other financial resources together with related liabilities and residual equities or balances which are segregated for the purpose of carrying on specific activities or attaining certain objects in accordance with special regulations, restrictions or limitations. It provides the method of separately accounting for resources used and obligations created in carrying out the activities of the State of Missouri.
Job Number	8 digit code	To track expenditures and revenue for a specific task that is performed by an entity within the state for an internal or external customer. Use of a job number should be reserved for only those tasks for which billing will be performed.
Object	4 digit code	Describes the nature or type of product or service being purchased or intended to be purchased.
Sub-Object	2 digit code	A detailed breakdown of an object code.
Organ-ization	4 digit code	The breakdown of agencies that have budgetary, financial, human resources, management, and security roles.
Project Number	*8 digit code	Used to track expenditures and revenues designed for a specific purpose, such as, construction of a bridge.
Reporting Category	4 digit code	Used in SAM II to capture information that SAM captured in the project, grant, and program code element. The three (3) primary reporting categories: Federal Grants, Non-Federal Grants, and Cost Allocation Pools.

Revenue Source	4 digit code	Identifies the nature of income or receipt collected or received by an agency for deposit in the State Treasury.
Sub-Revenue Source	2 digit code	A detailed breakdown of a revenue source code.

Chart of Accounts Roll-ups

A Primary emphasis of the SAM II Data Warehouse is the expansion to support and validate the new SAM II Chart of Accounts. To support the new Chart of Accounts, additional dimensions and measures have been added. These dimensions and measures, also know as Summary Details, are acquired to establish the Chart of Accounts Roll-ups. The roll-ups will provide various ways for grouping data.

Summary Details break down data by: Class, Category, Type, and Group. The SAM II Data Warehouse organizes this information in the following roll-ups:

Agency

Activity

Balance Sheet Accounts

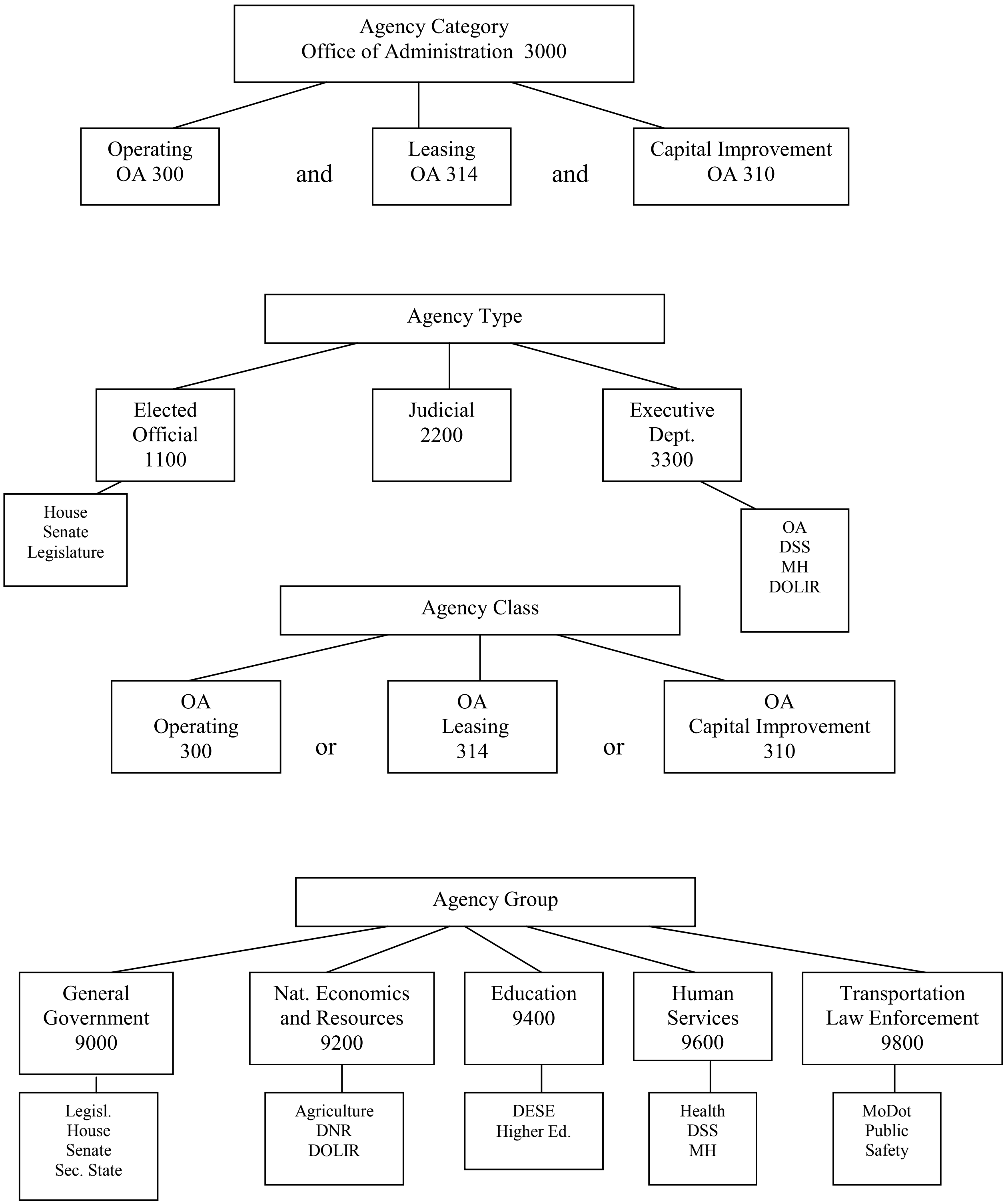
Fund

Function

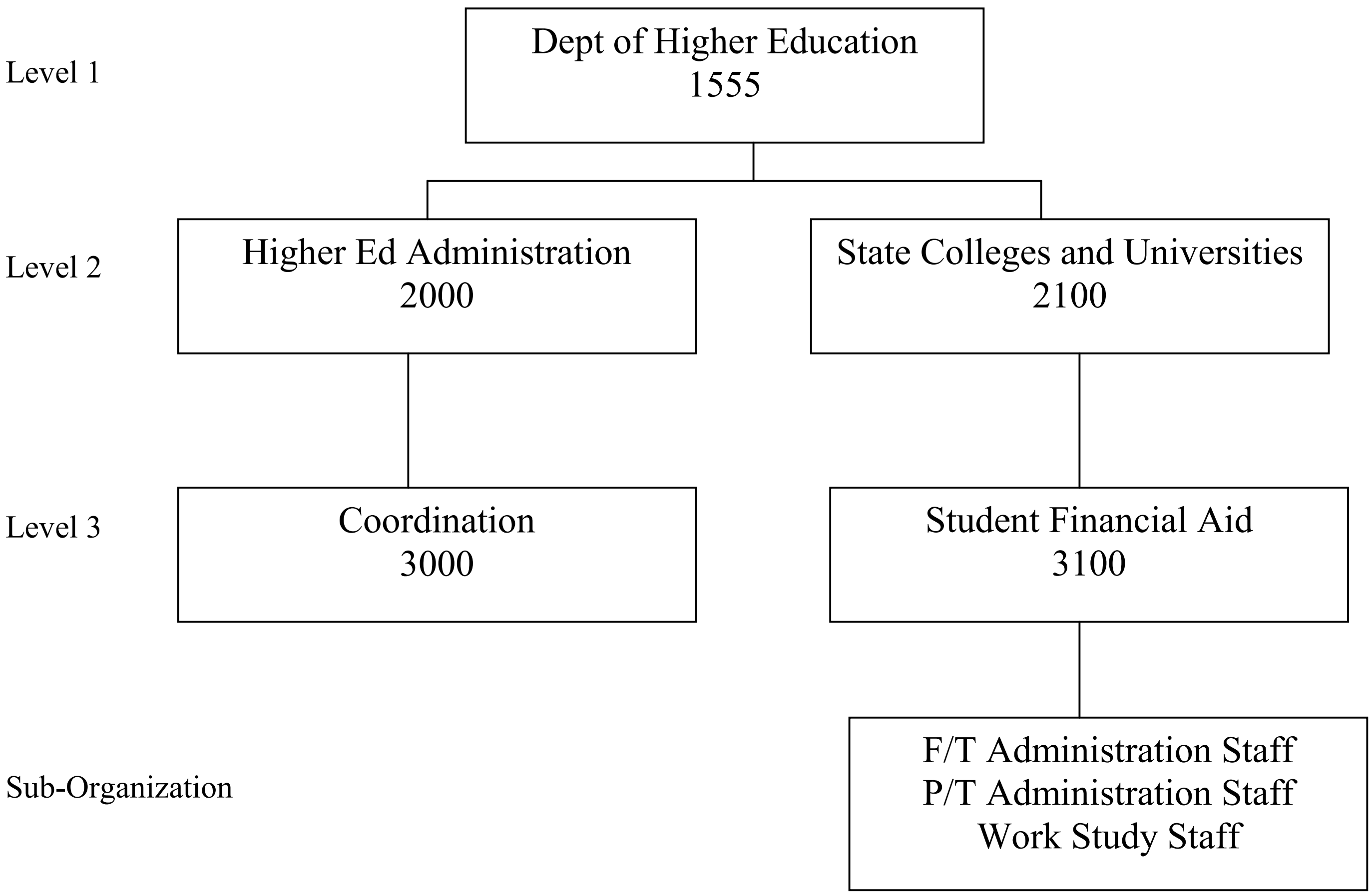
Object

Revenue Source

Agency Roll-up



Organizational Hierarchy



Data Warehouse Release 3.0 Standard Reports

Appropriation/Budget Detailed by House Bill Number	ODWF006A/B
Fixed Assets by Agency and Tag Number	ODWF030
Fixed Assets by Agency and Fixed Asset Number	ODWF031
Fixed Assets by Agency and Object Code	ODWF032
Fixed Assets by Agency and Reporting Category	ODWF033
Fixed Assets by Agency and Catalog Number	ODWF034
Quarterly Financial Status by Federal Aid Number	ODWF050A
Quarterly Financial Status by Letter of Credit	ODWF050B
Quarterly Cash Basis Financial Status by Federal Aid Number	ODWF050C
Quarterly Cash Basis Financial Status by Letter of Credit	ODWF050D
Monthly Financial Status by Federal Aid Number	ODWF051A
Monthly Financial Status by Letter of Credit	ODWF051B
Monthly Cash Basis Financial Status by Federal Aid Number	ODWF051C
Monthly cash Basis Financial Status by Letter of Credit	ODWF051D
Quarterly Federal Financial Assistance	ODWF052
Terminating Price Agreement w/ Expiration Parameter	ODWF070
Price Agreement by Agency	ODWF071
Requisition Status	ODWF072
Current Monthly Payment	ODWF073
Outstanding Encumbrances	ODWF074

Data Warehouse Release 3.0 Standard Reports con't.

Outstanding Pre-Encumbrances	ODWF075
Total Cost by Commodity Code for Agency	ODWF076
MBE Detail Expenditure	ODWF077A
MBE Summary Expenditure	ODWF077B
WBE Detail Expenditure	ODWF078A
WBE Summary Expenditure	ODWF078B
Total State Revenue-Cash Basis Revenue by Fund	ODWF090
Total State Revenue-Cash Basis Revenue by Revenue Source	ODWF091
Total State Revenue-Cash Basis revenue by Object	ODWF092
Appropriated Cash Transfer – Detail	ODWF093A
Appropriated Cash Transfer – Summary	ODWF093B
Non-Appropriated Cash Transfer – Detail	ODWF094A
Non-Appropriated Cash Transfer – Summary	ODWF094B
Appropriated and Non-Appropriated Cash Transfer – Detail	ODWF095A
Appropriated and Non-Appropriated Cash Transfer – Summary	ODFW095B